

**Charlotte County
Board of County Commissioners
Community Action Agency Advisory Board(CAAAB)
January 23, 2014 Meeting Minutes**

Members Present:

Phillip Wickstrom, Paul Polk, Dee Rutko, Paul Froeschle, Kim Gaut, Dianne Munson, Diane Corriveau, Michael Haymans, Carrie Blackwell-Hussey

Members Excused:

Stephen R. Deutsch and Emily Reese

Members Absent:

Staff Present:

Emily Lewis and Ellen Betz

1. Welcome and Roll Call

Michael Haymans called meeting to order at 3:05 pm. All present members and staff introduced themselves.

2. Approval of October 2013 Meeting Minutes – *Vote Required*

Phil Wickstrom motions to approve minutes. Carrie Blackwell-Hussey seconds motion. October 24, 2013 meeting minutes approved.

3. By-Laws Revisions – *Vote Required*

Michael Haymans reviews the revisions to the Community Action Agency Advisory Board By-Laws regarding vetting all members of the Board. Kim Gaut motions to approve the revised change. Diane Corriveau sections motion to approve revision. By-Law revisions approved.

4. Election of Officers – *Vote Required*

Emily Lewis advises that we will need to hold an election for our Chair and Vice-Chair for this board. Ms. Lewis opens the floor for nominations. Phil Wickstrom nominates Michael Haymans for the Chair position. Kim Guat seconds motion to nominate Mr. Haymans. Unanimous decision, Michael Hayman elected Chair. Phil Wickstrom nominates Diane Corriveau for Vice-Chair position. Paul Polk seconds nomination. Unanimous decision, Diane Corriveau is elected Vice-Chair.

5. Household and CSBG Quarterly Report

Emily Lewis disperses Household Report and the CSBG Quarterly Report. She discusses in detail the numerical values and outcomes of each category that pertains to our programs.

The board discusses updates on un-duplicating services in the County. Emily Lewis responds that we have Food Connection initiative which involves several food pantry agencies in the vision that all the food pantries will be sharing information through the Community Information System (CIS), formally HMIS system. Carrey Blackwell-Hussey brings to light that the area agencies are trying to work together so that the client may get the most information available to them. The agencies within the county need to be

communicating and referring clients to the correct agencies for assistance to ensure the client is being managed properly and that the area agencies are spending their funds appropriately. Ms. Blackwell-Hussey states that we need to be more proactive instead of an reactive community.

6. Department Update

Emily informs the board that our division will be going through an audit with the Department of Economic Opportunity during the week of February 3-6, 2014. She stated that during that week the monitor will be looking at client files, client database, board membership files, attendance records, our program policies and procedures. Then once the audit is complete, the results will be outlined and send to our division for review and/or actions.

Emily informs the board of the staff training that has been taking place. Financial Social Work, Bridges out of Poverty and Getting Ahead in a Just Getting by world. Ms. Lewis goes into detail about the subject matter of each of the training sessions and who within our department has attended the training.

Emily finishes up by informing the board that our department did get the Emergency Solutions Grant which will allow for \$75,000 immediate housing assistance for homeless and/or homeless prevention.

7. Public Comments – Limited to 3 Minutes Each

None.

8. Member's Comments

Dee Rutko informs that Board that the Welfare Transition Program (WTP) at Southwest Florida Works is now all automated (online).

Dee also states that monies are available for training/classes, so if anyone knows interested persons please send them to Career Source of Southwest Florida for potential assistance including LPN, CNA, CDL, etc.

Dee also states that Southwest Florida Works has a new branding and will now be known as Career Source of Southwest Florida.

Carrie Blackwell-Hussey informs the board of the Free Tax Assistance program where the United Way will be partnering with Goodwill to assist in tax preparation every Tuesday for free. Carrie also noted that the income limit may not exceed \$57,000 annually.

9. Adjournment

Emily Lewis adjourns meeting at 4:10pm.

Respectfully Submitted,



Recording Secretary